

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
March 27, 2013

Chicago: James R. Thompson Center, 100 West Randolph, Room 11-722A
Springfield: Main office, 500 South Second Street, Room 214

Call to Order:

The meeting was called to order by the Chief Procurement Officer (CPO) at 2:10 p.m.

Roll Call:

Springfield: Dave Boots, present
Joe Small, present
Pam Blackorby, absent

Chicago: Karla Schreiber, present

Via Teleconference: Sam Dorger, present

Other staff: Iris Delgado, Purchasing Supervisor
Mary Jordan, Executive Secretary
Melissa Mahoney, Chief Procurement Officer
Lora McDonald, Chief Technology Officer
Lynn Patton, Chief, Public Access and Opinions Division
Jack Rakers, Senior Internal Auditor
Emily Vivian, AAG, Opinions Bureau

Approval of previous Board Meeting Minutes:

The CPO asked the Board to review the minutes from the February 27, 2013. Having no questions, Board member Karla Schreiber moved approval of the February Board meeting minutes, Dave Boots seconded and the motion was approved unanimously, the minutes of the February 27, PPCMB were approved.

Old Business:

Open Meetings Act designation:

Board member Dave Boots volunteered to serve as the Open Meetings Act (OMA) designee for the Board.

PPCMB meeting schedule:

The CPO asked the Board to direct their attention to the Board meeting schedule for the rest of FY 13, noting that additional meeting dates have been added for the month of June. Lynn Patton introduced Emily Vivian, AAG from the Opinions Bureau in Springfield, noting that Emily will provide legal advice and assistance to the Board and will attend all future PPCMB meetings.

IVAA hotel accommodations update:

The CPO informed the Board that the Country Inn and Suites in Bloomington, Illinois has been awarded a contract to provide 50 sleeping rooms for the upcoming Illinois Victim Assistance Academy training scheduled for May 21-23, 2013, at Illinois State University in Normal, Illinois. The total cost for these accommodations is \$10,500.

New Business:

Board Secretary designation:

The CPO informed the Board of the need to appoint a Board secretary to take the Board meeting minutes and provide general administrative support in future meetings. The CPO and the SPO will provide and update to the Board regarding the designation of a Board Secretary at the next PPCMB meeting.

Board rules discussion:

AAG Emily Vivian asked the Board to consider developing rules that would dictate how members of the public may interact with the PPCMB. She also suggested that the Board consider the need for sign language or foreign language interpreters for future meetings if needed. Dave Boots moved approval of the rules development, Joe Small seconded the motion. The motion was approved unanimously and the Board agreed to work with the CPO, SPO and AAG Vivian to draft and adopt rules governing public interaction with the PPCMB.

Dave Boots raised a question regarding the Open Meetings Act and whether group email messages between Board members might be a potential OMA violation. The CPO indicated that as long as the Board responded independently to email messages from the SPO, who is not a member of the Board, there is no violation of the Open Meetings Act.

FY 13 Xerographic Paper

Office Services is purchasing additional copy paper for FY 2013 through the CMS master contract from July 1, 2012 through February 7, 2013 in the amount of \$22,272.00.

Jack Rakers stated that he could not find the inside delivery charges for the paper under the CMS contact. Iris Delgado referred Mr. Rakers to page four of the contact. Ms. Delgado read where it stipulated that inside delivery will be an additional commodity line. There were no further questions.

FY14 Xerographic Paper

Office Services is purchasing forty-six skids of paper from July 1, 2013 through February 7, 2014 at an estimated cost of \$56,664.00.

Vehicles

Office Services is planning to purchase six vehicles for the office, three will be assigned to Investigations where there are multiple vehicles will overall mileage totals well over 100,000 miles and three vehicles will be used for the office pool for the attorneys who travel throughout the state. Three (3) 2013 Ford Focus SE Sedans and Three (3) 2013 Chevrolet Impalas will be purchased from the CMS Master Contract in the amount of \$104,587.98.

Symantec Antivirus Software License Renewal

The Chief Technology Officer discussed the need to renew the Symantec license and maintenance agreement for FY 2014. The renewal cost is \$13,708.68.

SQL Processor Licenses

The Chief Technology Officer discussed the need to purchase four (4) Microsoft SQL Licenses and to upgrade two (2) existing stand-alone SQL licenses. The licenses include software support and assurance through March 31, 2014. The total cost is \$112,236.23.

FY 14 Dell Server Maintenance Renewal

The Chief Technology Officer discussed the need to renew the hardware support agreements on several Dell servers and power vaults which house all OAG software applications. The total cost is 34,958.32. Joe Small stated that in the past, Dell Marketing has requested advance payment for services and expressed his hope that this issue could be resolved with Dell in the near future. Lora McDonald assured the Board that she and her staff will work with Dell to clear up any confusion regarding when Dell could expect payment from our office. There were no further questions.

FY 14 ARCserve Backup and Replication Software Maintenance Renewal

The Chief Technology Officer discussed the need to renew the maintenance for the ARCserve Backup and Replication software. The software is used to perform back-ups and store data on the network servers. The total cost is \$9,864.56.

Public Comment:

No public comment

Adjournment:

Karla Schreiber made a motion to adjourn, Dave Boots seconded the motion. The motion was approved unanimously and the PPCMB meeting was adjourned at 2:40 p.m.